



Job Announcement

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Opening Date:	October 5, 2007	Closing Date:	Open until filled
Job Title:	Assistant Manager - Administrative Services	Position Type:	Regular Full Time
PIN:	083586	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Annapolis, Maryland	Grade/Salary Range:	J17 \$55,955 - \$88,731 (Depending on Qualifications)
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: This is professional and administrative work assisting the Manager of Administrative Services in the overall coordination of facilities management, security, telecommunications, statewide travel expenditures as well as the capital and operating budgets. This position will exercise a wide latitude of independent decision making in all functional responsibilities of the Unit and in the absence of the Manager, serve in that capacity. Major responsibilities include: facilities planning to include office construction and facility management; coordination of telecommunications services; planning and implementing conferences; travel arrangements and expenditures; oversight responsibility for judicial financial disclosure statements; and supervisory responsibility for unit staff.

Education: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or related field.

Experience: Four years of progressively responsible experience in facilities management or a closely related field.

Note: Additional years of related experience may be substituted for the Bachelor's Degree on a year for year basis.

Skills/Abilities: Excellent communication, administrative, organizational, and planning skills. Ability to analyze complex issues to ascertain proper Judiciary response to problems. Ability to handle a variety of tasks simultaneously. Ability to exercise independent judgement in interpreting and applying law, procedures and regulations. Ability to resolve conflicts between users and vendors. Knowledge of facility planning, design, construction and capital budgeting; telecommunications equipment and systems; and space forecasting/utilization for departments/employees. Experience with a personal computer. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.